

IN THE COURT OF COMMON PLEAS OF THE STATE OF DELAWARE

IN AND FOR NEW CASTLE COUNTY

**CIVIL CASE MANAGEMENT WORKSHEET**

\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)

Civil Action No. \_\_\_\_\_

Plaintiff(s),

vs.

\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)

Defendant(s).

This worksheet **must** be fully completed and returned to the Scheduling Officer by the date on the attached Notice. This information will be used to formulate the Scheduling Order and Trial Notice. Please be as specific as possible. All questions must have responses or the worksheet will be returned. Each attorney/party must supply a copy of this information to opposing counsel/party. The presiding judge will review this worksheet in advance of trial.

An individual may appear as a Plaintiff or a Defendant in the Court of Common Pleas without an attorney. If you are not familiar with court procedures or the legal issues in your case, you may wish to consider consulting an attorney. Any artificial entity such as corporation doing business in Delaware or incorporated in this state pursuant to the provisions of 8 *Del. C.* § 371, any limited liability company defined under the provisions of 6 *Del. C.* § 18-101, any partnership or limited partnership as defined in 6 *Del. C.* § 15-101(11); any trust as defined in 12 *Del. C.* § 3501 et seq., any estate for which an executor or administrator can act pursuant to 12 *Del. C.* § 1501 et seq., or any other entity falling within 6 *Del. C.* Chapter 31, including persons, firms and unincorporated associations transacting business in Delaware that have filed a certificate with the Prothonotary's office designating a trade name **must obtain an attorney** to represent the artificial entity before proceeding in the Court of Common Pleas.

In order to save time, all trial exhibits should be pre-marked before trial with sufficient copies provided for opposing counsel/party, the Clerk of the Court, the witness and the Judge. Counsel/party(ies) is (are) expected to arrive at 8:30 a.m. on the date of trial with all parties and witnesses along with the compilation of pre-marked exhibits. If a case dispositive motion, such as a motion to dismiss or summary judgment motion is going to be filed, sufficient time must be given to the Court to rule on the motion so that the written decision does not interfere with the trial date. If a court certified foreign language/sign language interpreter is needed, the attorney/party will be responsible for engaging the interpreter and for payment of same and must provide ample notice to the Court Clerk. Attorneys/parties are encouraged to be direct and concise in presenting their case, examining witnesses and opening and closing statements. Copies of all case law to support their respective legal or evidentiary positions must be available to the Judge and opposing counsel/party seven (7) calendar days before trial. Please note these requirements apply to parties representing themselves *pro se* (without an attorney), as well as to attorney's appearing on behalf of parties.

All requests for subpoenas for fact witnesses must be filed with the Court Clerk along with the Sheriff's fees no later than fourteen (14) days before trial.

1. Nature of the Case:

2. Attorneys/Individuals trying the Case:

Plaintiff:

Defendant:

3. Brief summary of what each Plaintiff will prove:

4. Brief summary of what each Defendant will prove:

5. Mediation is available in this Court through our Investigative Services office (See enclosure). The Court has certified mediators on staff. Would the parties be willing to participate in non-binding mediation?

Plaintiff(s)    ☐ Yes   ☐ No  
Defendant(s)   ☐ Yes   ☐ No

6. Plaintiff(s) witness list and a brief summary of each witness' anticipated testimony:
7. Defendant(s) witness list and a brief summary of each witness' anticipated testimony:
8. List witnesses and addresses for whom subpoenas will be necessary: (Separate written requests for subpoenas must be made as stated previously)
9. Curriculum Vitae (qualifications) of any expert witness(es) and a copy of any report from named expert(s)

10. List Plaintiff(s) Exhibits. Defendant(s) should state with specificity any objections thereto:

11. List Defendant(s) Exhibits. Plaintiff(s) should state with specificity any objections thereto:

12. Is Sequestration requested? (Sequestration of witnesses involves keeping witnesses apart from one another and outside of the courtroom. It may be ordered by the court at the request of one of the parties to insure that in-court testimony of witnesses is not tainted by what another witness said.)

By Plaintiff(s) ☐ Yes ☐ No

By Defendant(s) ☐ Yes ☐ No

13. List any Motions that will be filed prior to trial and briefly explain the purpose thereof:

14. List any pleadings needing amendment:

15. Will there be any stipulations, dismissals or issues of law requiring briefing before trial? If so, the Court will notify the parties of the briefing schedule, if needed, after review of motion(s).

16. Status of Discovery (completed, ongoing or yet to be initiated) and the need thereof:

17. Is there a need for a Pretrial Conference by the Plaintiff/Defendant? Yes  
\_\_\_\_\_ No \_\_\_\_\_

18. List in detail any special problems or issues which may benefit from a Pretrial Conference:

19. Are there any known conflicts of interest with any Court of Common Pleas judicial officers? If so, state the name of the judicial officer and explain the conflict:

20. Please provide a **candid** estimation of the actual length of trial and explain the reason for the estimate:

Date: \_\_\_\_\_  
Plaintiff /Attorney

Date: \_\_\_\_\_

Date: \_\_\_\_\_  
Defendant/Attorney

The completed worksheet **must** be received in the Scheduling Office no later than the date on the attached notice in order to be considered in the Scheduling Order. A trial date will be assigned after review of this document and notices will be mailed.

Barbara Dooley, Civil Case Manager  
Court of Common Pleas  
New Castle County Courthouse  
500 N. King Street, Suite 1610  
Wilmington, DE 19801